



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University Of Wales Trinity Saint David

Applicant Handbook

CPD Fellowship Route

Feb. 2022

Contents

Introduction	3
Why consider Fellowship?	4
UK Professional Standards Framework (UKPSF)	4
Categories of Fellowship	6
AdvanceHE Recognition and UWTSD	7
CPD Route (Associate Fellow, Fellow and Senior Fellow Status):.....	8
Which Fellowshipcategory is right for you?	8
The Pre-Application Process	9
Your Referees	10
Associate Fellowship	11
Application Requirements	11
Support Guidance	11
Fellowship	12
Application Requirements	12
Support Guidance	12
Senior Fellowship	13
Application Requirements	13
Support Guidance	13
Principal Fellowship.....	14
Application Requirements	14
Support Guidance	14
Application Process	15
Assessing the Applications	16
Allocated word limits for resubmission (referral)	18
Appeal Procedure	18
Grounds for Appeal	18
Submitting an Appeal	18
Investigation	19
Complaints Procedure.....	19

Introduction

The University of Wales Trinity Saint David's (UWTSD) Continuing Professional Development (CPD) Scheme aims to support all staff involved in the teaching and support of students with more than two years' experience in HE to enhance their professional standing by gaining recognition from Advance HE for the alignment of their professional practice with the UK Professional Standards Framework (UKPSF) by achieving HEA Fellowship.

The CPD Scheme is situated strategically within the UWTSD NEXUS Learning and Teaching Framework, which is managed by the Academic Office, being overseen by the Pro Vice Chancellor (Academic Experience). The University's Learning and Teaching Board has Institutional oversight for all Fellowships awarded by the University.

By aligning their professional practice with the UKPSF, individuals are able to demonstrate their efforts and commitment to the delivery of high-quality teaching, learning and assessment and their contribution to effective and valuable learning experiences. Professional recognition will also allow staff to showcase creativity and innovation and to demonstrate, through continuing professional development activities, the professionalism and excellence in their academic and scholarly practices.

Why consider Fellowship?

Fellowships are embedded in the UK and have been adopted by increasing numbers of higher education institutions globally, from the Americas to Australasia, including UWTSD.

Fellowship brings you a range of benefits:

- Consolidates personal development and evidence of professional practice in your higher education career;
- Provides a valuable measure of success and is increasingly recognised by international institutions;
- Demonstrates commitment to teaching, learning and the student experience, through engagement in a practical process that encourages research, reflection and development;
- For individuals, to identify their expertise with the entitlement to use post-nominal letters (AFHEA, FHEA, SFHEA, PFHEA).

UK Professional Standards Framework (UKPSF)

The UK Professional Standards Framework is a comprehensive set of professional standards and guidelines for everyone involved in teaching and supporting learning in HE, it can be applied to personal development programmes at individual or institutional level to improve teaching quality.

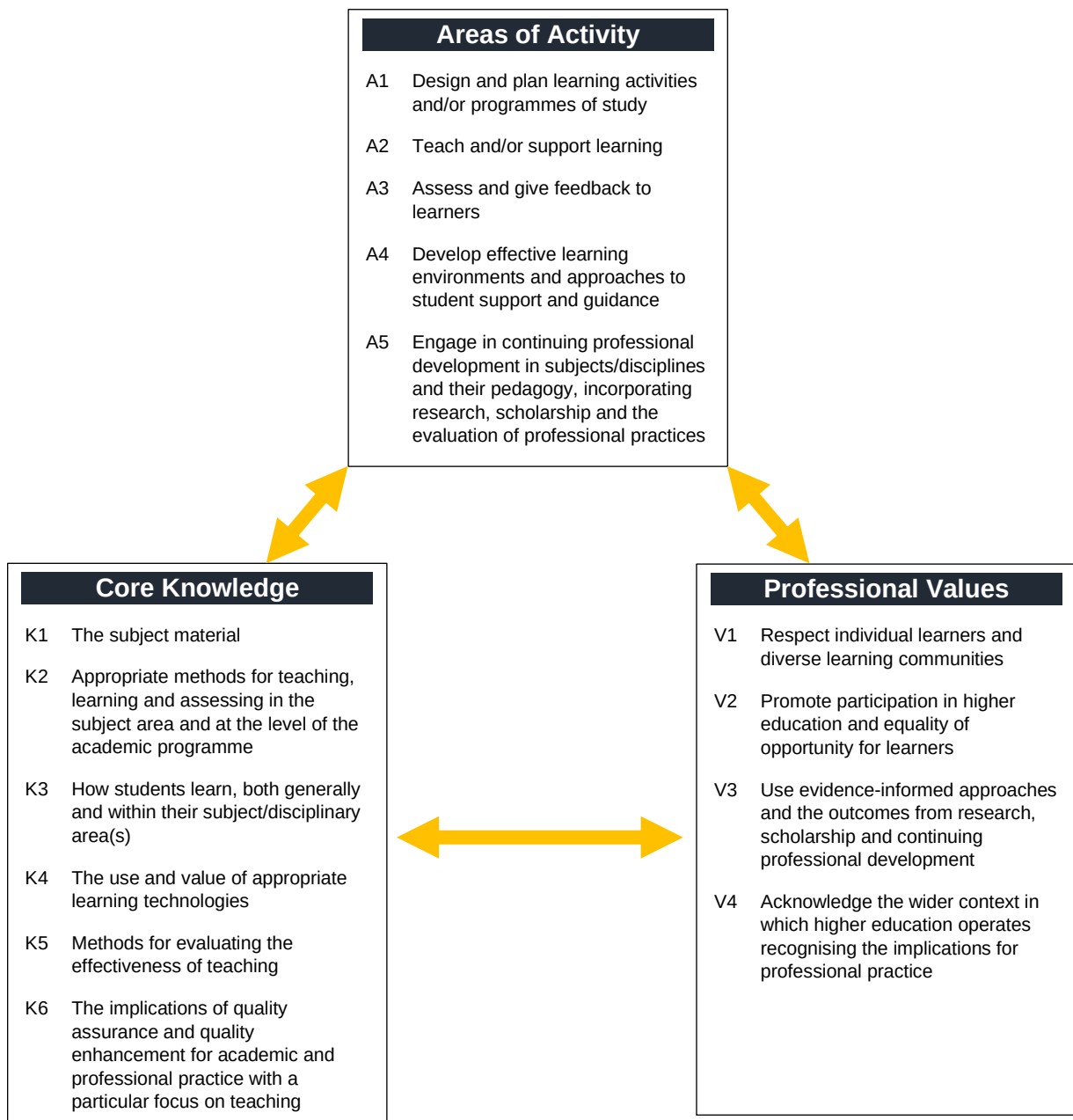
The framework identifies the diverse range of teaching and support roles and environments. These are reflected and are expressed in the Dimensions of Professional Practice. The UKPSF clearly outlines the Dimensions of Professional Practice within HE teaching and learning support.

The [UKPSF](#) is made up of four descriptors (UKPSF 2011, pages 4-7), which set out specific criteria, and three Dimensions:

- Areas of Activity** which describe what a teaching and learning professional does;
- Core Knowledge** outlines what they need to know;
- Professional Values** outlines the manner in which they should carry out their activity.

The UKPSF is available here: [UK Professional Standards Framework \(UKPSF\)](#)

Dimensions of the UK Professional Standards Framework (UKPSF)



Categories of Fellowship

We award three different categories of Fellowship through the CPD route: [Associate Fellowship \(AFHEA\)](#), [Fellowship \(FHEA\)](#), and [Senior Fellowship \(SFHEA\)](#). The University supports applications for [Principal Fellowship \(PFHEA\)](#) directly to AdvanceHE.

These four categories reflect the wide range of professional practice carried out by individuals who teach and/or support learning in higher education; from those who have a partial role in teaching/supporting learning through to senior professionals with strategic impact on teaching and learning in an organisational, national and/or international setting.

The four categories of Fellowship are awarded on the basis of evidence of personal professional practice which meets the requirements of one of the four Descriptors of the [UK Professional Standards Framework \(UKPSF\)](#). The UKPSF has been developed as a standards framework for the higher education sector that sets out the knowledge, skills and behaviours demonstrated by those teaching and/or supporting higher education learning.

Fellowships are awarded on the basis of a successful and effective demonstration of one of the four UKPSF Descriptors. In deciding which category of Fellowship to apply for at this stage in your career, you will need to determine which of the four Descriptors of the UKPSF is most appropriate to your practice and professional experience:

Associate Fellow (AFHEA)	Fellow (FHEA)	Senior Fellow (SFHEA)	Principal Fellow (PFHEA)
If you are able to provide evidence of effectiveness in relation to your professional role, which will typically include at least some teaching and/or learning support responsibilities, by applying for Associate Fellowship you will present an understanding of specific aspects of effective teaching, learning support methods and student learning.	If you are able to provide evidence of broadly-based effectiveness in more substantive teaching and supporting learning roles and can demonstrate a broad understanding of effective approaches to learning and teaching support as a key contribution to high quality student learning.	If you can demonstrate a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning. You may be an experienced member of staff able to demonstrate impact and influence on other colleagues through, for example, responsibility for leading, managing or organising programmes, subjects and/or disciplinary areas.	If you can demonstrate a sustained record of effective strategic leadership in academic practice and development and you are highly experienced with wide-ranging strategic leadership responsibilities in connection with key aspects of teaching and supporting learning.

AdvanceHE Recognition and UWTSD

Within the NEXUS Learning and Teaching Framework, UWTSD offers two of routes through which an individual may seek recognition as an HEA Fellow.

Continuing Professional Development Route:

- CPD Route – Associate Fellow, Fellow and Senior Fellow.

Academic Programme Provision Route:

- PGCert tHE Programme – Associate Fellow (Module 1) and Fellow status (Full Award)

This Applicant Handbook is aimed at those applying for Fellowship Recognition via the CPD route. For further information on the achievement of recognition via the taught provision route, please refer to the corresponding taught programme document.

Staff from non-member collaborative partner institutions may apply through the UWTSD CPD route but are advised of the additional fee for accredited provision as set by Advance HE ([Fellowship | Advance HE \(advance-he.ac.uk\)](https://advance-he.ac.uk)).

CPD Route (Associate Fellow, Fellow and Senior Fellow Status):

Which Fellowship category is right for you?

When considering your application for Fellowship you should first use the AdvanceHE Fellowship Category Tool.

The Fellowship Category Tool has been designed to assist you in selecting the category of Fellowship that is the closest match to your current practice.

The tool consists of a set of statements that are aligned to the UK Professional Standards Framework (UK PSF) and its different Descriptors and Dimensions. This self-analysis tool will ask about your professional activities in teaching and/or supporting learning in higher education. You will be asked about the range of activities you undertake in your practice.

By using the tool to consider your current practice, your choice of statements should help to inform which category of Fellowship is most appropriate for you. There are no 'right' or 'wrong' answers and you should select the option which best reflects your professional practice.

When you have completed all of the sections which usually takes **10-20 minutes**, you will be shown your results and a PDF report summarising your responses **will be sent to the email address you provided**. This will be useful as you start to put your application together for Fellowship or to reflect on your on-going professional development and career aspirations.

A dark blue rectangular button with rounded corners, containing the text "Fellowship Category Tool" in white, bold, sans-serif font.

**Fellowship
Category Tool**

Once you have ascertained the appropriate descriptor, proceed to the next section to learn about the different processes for each level.

The Pre-Application Process

Before applying to the CPD Scheme for Recognition by the HEA, you **must undertake the University's training programme on the UKPSF**.

The first element of this training package is a mandatory briefing workshop which will support you to understand the requirements of the application process. This workshop and the Fellowship Category tool and guidance in this handbook will help you determine which category of fellowship is most appropriate for you to apply for. Please be aware that you can only apply for a single category of fellowship and your application will be assessed only against the category you have applied for.

As part of the training package, you will be allocated a mentor whose role it is to provide you with further ongoing support, including draft reading and feedback on your application.

Your mentor will already hold fellowship status which is either equal to or higher than the category you are intending to apply for – they will have been through the process themselves and are therefore able to understand the commitment you are showing to effective teaching, learning and the support of students by becoming involved in this process.

All mentors undergo training prior to being appointed as mentors, and additional training to ensure they are up to date in relation to the UKPSF and the descriptors.

Individuals can apply in Welsh or in English, training is available in Welsh or in English.

For further information or any queries, please email: HEAapplications@uwtsd.ac.uk

Your Referees

Applications for Associate Fellow, Fellow and Senior Fellow must be supported by authentication via supporting statements from Referee(s).

- **One** for Associate Fellow applications
- **Two** for Fellow applications.
- **Two** for Senior Fellow applications.

Your Referee should be someone who can provide an informed peer review of your eligibility for Associate Fellow, Fellow or Senior Fellow of the Higher Education Academy, using their knowledge of your work and the context in which you teach and/or support learning. **Referees are expected to authenticate your application** by commenting directly on the content of your application and by making additional, relevant comments, as they wish.

Referees should be experienced staff and should be able to comment knowledgeably, and from first-hand experience, on your current role and any other relevant activities you have recently undertaken.

We recommend that at least one of your Referees is a Fellow, Senior Fellow or Principal Fellow of the Higher Education Academy (HEA), or an appropriately experienced member of staff working for a UK Higher Education Institution (HEI).

All Referees need to be familiar with the UKPSF, so please ensure that they request a copy of the Guidance Notes for Referees and Referee Templates from the Academic Office by emailing HEAapplications@uwtsd.ac.uk or through the VLE.

All Referees' references will need to be submitted through Turnitin. The Academic Office will provide the applicant with the link to do this. The applicant should make their referees aware that this is taking place.

Associate Fellowship

Associate Fellowship is awarded to professionals who can demonstrate they meet the criteria of Descriptor 1 (D1) of the [UK Professional Standards Framework](#) (UKPSF) for teaching and supporting learning in higher education. By applying to be an Associate Fellow individuals show an understanding of specific aspects of effective teaching, learning support methods and student learning and demonstrate:

- successful engagement with at least two of the five Areas of Activity;
- successful engagement in appropriate teaching and practices related to these Areas of Activity;
- appropriate Core Knowledge and understanding of at least K1 (the subject material) and K2 (Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme);
- a commitment to appropriate Professional Values in facilitating others' learning;
- relevant professional practices, subject and pedagogic research and/or scholarship within the above activities;
- successful engagement, where appropriate, in professional development activity related to teaching, learning, and assessment responsibilities.

Application Requirements

- The Application Form for Associate Fellow which should address:
 - at least **TWO** Areas of Activity;
 - at least K1 and K2 from the Core Knowledge; and
 - a commitment to **appropriate** Professional Values
- The applicant is encouraged to include a brief context statement of no more than 300 words (not included in word count).
- Your application for Fellowship consists of a 1,400-word reflective account shared across all two Areas of Activity (700 words each) plus citations (overall maximum of 1,900 words excluding context statement).
- ONE Reference to support your application

Support Guidance

The Associate Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Associate Fellowship.

Fellowship

Fellowship is awarded to professionals who can demonstrate they meet the criteria of Descriptor 2 (D2) of the [UK Professional Standards Framework \(UKPSF\)](#) for teaching and supporting learning in higher education. By applying to be a Fellow of HEA individuals are able to engage with a broad understanding of effective approaches to learning and teaching support as a key contribution to high quality student learning and demonstrate:

- successful engagement across all five Areas of Activity;
- appropriate knowledge and understanding across all aspects of Core Knowledge;
- a commitment to all the Professional Values;
- successful engagement in appropriate teaching practices related to the Areas of Activity;
- successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice;
- successful engagement in continuing professional development in relation to teaching, learning, assessment and where appropriate, related professional practices.

Application Requirements

- Your application for Fellowship takes the form of an Account of Professional Practice consisting of:
 - ALL of the Areas of Activity;
 - ALL elements of Core Knowledge;
 - ALL of the Professional Values.
- The applicant is encouraged to include a brief context statement of no more than 300 words (not included in word count).
- Your application for Fellowship consists of a 3,000-word reflective account shared across all five Areas of Activity (600 words each) plus citations (overall maximum of 3,500 words excluding context statement).
- TWO Supporting Statements from Referees.

Support Guidance

The Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Fellowship.

Senior Fellowship

Senior Fellowship is awarded to professionals who demonstrate they meet the criteria of Descriptor 3 (D3) of the [UK Professional Standards Framework \(UKPSF\)](#) for teaching and supporting learning in higher education.

By applying to be a Senior Fellow of HEA you will present a thorough understanding of effective approaches to teaching and learning support as a key contribution to high quality student learning. You should be able to provide evidence of:

- Successful engagement across all five Areas of Activity;
- Appropriate knowledge and understanding across all aspects of Core Knowledge;
- A commitment to all the Professional Values;
- Successful engagement in appropriate teaching practices related to the Areas of Activity;
- Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice;
- Successful engagement in continuing professional development in relation to teaching, learning, assessment, scholarship and, as appropriate, related academic or professional practices;
- Successful coordination, support, supervision, management and/or mentoring of others (whether individuals and/or teams) in relation to learning and teaching.

Application Requirements

- Your application for Senior Fellowship takes the form of an Account of Professional Practice consisting of:
 - Context Statement (maximum 300 words not included in overall word count);
 - a Reflective Account of Practice;
 - and two Case Studies.
 - The word limit is 6,000 words shared across all three elements, with an additional 500 words for citations (overall maximum of 6,500 words excluding context statement), along with supporting statements from two referees.
 - Our advice is to break your submission down to 2000 words for the RAP, and 2000 words for each case study.
- TWO Supporting Statements from Referees.

Support Guidance

The Senior Fellow Applicant Guidance Document provides extensive guidance to support you in preparing your application for Senior Fellowship.

Principal Fellowship

Principal Fellowship is awarded to professionals who demonstrate they meet the criteria of Descriptor 4 of the [UK Professional Standards Framework \(UKPSF\)](#) for teaching and supporting learning in higher education.

By applying to become a Principal Fellow of the HEA you will present a sustained record of effective strategic leadership in academic practice and academic development as a key contribution to high quality student learning. You should be able to provide evidence of:

- Active commitment to and championing of all Dimensions of the Framework, through work with students and staff, and in institutional developments;
- Successful, strategic leadership to enhance student learning, with a particular, but not necessarily exclusive, focus on enhancing teaching quality in institutional, and/or (inter)national settings;
- Establishing effective organisational policies and/or strategies for supporting and promoting others' (e.g. through mentoring, coaching) high quality teaching and support for learning;
- Championing, within institutional and/or wider settings, an integrated approach to academic practice (incorporating, for example, teaching, learning, research, scholarship, administration etc.);
- A sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices.

Application Requirements

- All applicants for Principal Fellows must apply directly to AdvanceHE.
- Applicants must first be supported by their line managers and the Academic Office.

Support Guidance

Advance HE provides extensive guidance on Principal Fellowship applications: [Principal Fellowship | Advance HE \(advance-he.ac.uk\)](#)

Application Process

The assessment process for applications for Recognition by the Advance HE is very much like the quality assurance process that the University adopts for its taught awards.

Applications are assessed by reviewing the evidence presented relevant to the requirements of each descriptor to reach a final judgement.

Ensure that you have used the correct application form and supporting references for the category of fellowship sought.

Once your application is complete and you and your mentor are happy with it, it will follow the process outlined below:

1. The application should be submitted electronically, by the date provided, through the appropriate TIN link on Moodle. .
2. The Academic Office Administrator will check that you have remained within the word count and that appropriate references for your application have been included.
3. You should submit your referees' supporting statements at the same time as submitting your application. If this is not possible, they should be submitted within two days of the submission deadline. If the references are **not** received within two days of the submission deadline, the application will be held until the next consideration period.
 - 3.1 If an applicant is suspected of academic misconduct the Academic Office will appoint a Case Officer to investigate. The application will not be processed or considered by the HEA Recognition Panel until the investigation or any other related processes have been completed.
 - 3.2 If a reference is suspected of plagiarism, the applicant will be asked to provide another reference.
4. The Academic Office selects the appropriate assessors (including the Lead Assessor) to review the applications. For transparency and quality assurance, assessors review applications from Institutes other than their own.

Assessing the Applications

In line with the Advance HE Accreditation Policy (4.4.2), all applications are reviewed by two assessors, both of whom must hold Fellowship of an equivalent or higher level to the application being reviewed. All UWTSD assessors are at least Fellows and have been trained and attend an annual moderation exercise. The two assessors form the HEA Recognition Panel.

Applications are shared with assessors through a secure electronic method (e.g. OneDrive/Sharepoint) and assessors are asked to check the list of applications they have been allocated to ensure that they have not assisted, mentored or guided any of the applicants within the development stage of the application and that there is no other conflict of interests. Where a prior relationship is identified, the application is allocated to a different assessor. Assessors are assigned no more than 6 applications in any one consideration period.

Internal reviewers engage in an annual update and calibration/standardisation activity.

Assessors have 2 weeks in which to review the applications and to submit electronic copies of the reviewer forms to the Administrative Officer (**E2.17-19**). Assessors must reach a consensus judgement and write feedback to the applicant using the Panel Outcome and Feedback Template (**E2.20-22**). If it is still not possible to reach a decision, the External Advisor will be asked to review the application. In these cases, the External Advisor's recommendation is final.

The External Advisor moderates through sampling, although the system provides electronic access to all applications and decisions, if required. The sample will consist of at least 6 or 25% of applications (whichever is greater) with at least one in each of the three categories (D1, D2, D3) and including both successful and referred applications.

Following confirmation of the sample by the external advisor, the Academic Office will confirm the outcome to each applicant. The Academic Office will confirm if their application has met or not met the Fellowship standard.

If it has not met the criteria, then a referral will be requested. In all cases feedback will be provided to guide future development and any subsequent applications. Applications can only have a referral on one occasion before a new application is required.

Referral

- A revised application must be submitted to the Academic Office within 4 weeks of return of the application and considered by the original assessors, who determine an outcome in line with the process for considering new applications.

The applicant will be provided with the details of a mentor who has agreed to assist the applicant in reworking their application and the date of the next HEA Recognition Panel. This may be the original mentor or a different mentor, as appropriate.

All discussion and judgements are recorded by the Administrative Officer for audit purposes.

The Learning and Teaching Board receives data from outcomes, receives and responds to the formal report from the external advisor, manages quality assurance and enhancement of accredited provision, identifies good practice, plans future CPD for reviewers/mentors, and monitors engagements.

Prior to any communication to applicants in relation to judgements, the External Advisor moderates a sample of work.

An annual overview report, alongside the External Advisor's report and University response are considered by the Learning and Teaching Board.



Allocated word limits for resubmission (referral)

The word limits for resubmission are included in the resubmission template applicants receive. Applicants are expected to redraft areas of their application to make space for the additional evidence required in their revised application but they are allocated additional words to support them in making revisions (please see below). Although a word limit is set, it is not the responsibility of assessors to police this. If the assessor feels that an applicant has significantly exceeded the allocated limit, they will contact the Academic Office (HEAapplications@uwtsd.ac.uk).

The word limits for revised applications at each category are set out below.

Category	Word limit for revised application
Associate Fellowship	1,600 word limit (additional 200 words) for the reflective commentary plus citations (500 words); overall maximum 1,800 words
Fellowship	3,300 word limit (additional 300 words) for the reflective commentary plus citations (500 words); overall maximum 3,800 words
Senior Fellowship	6,500 word limit (additional 500 words) for Reflective Account of Practice and Case Studies plus citations (500 words); overall maximum of 7,000 words

Appeal Procedure

Grounds for Appeal

Any applicant to the Recognition Panel is entitled to submit an appeal on the grounds that there were defects or irregularities in the conduct of assessment or review of their application where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the outcome.

Appeals that question the academic judgement of the assessors shall not be admissible.

Submitting an Appeal

Any appeal shall be sent to the Academic Office on the Unit's Appeal Form (E.2.25 Appeal Form) normally not later than 21 days after the official notification of judgement. Simple notice of appeal given in writing by an applicant within the above deadline shall not be deemed to constitute an appeal and shall not be accepted.

Appeals received after 21 days will be deemed to be out of time and will not be considered unless the appellant has provided independent evidence to show compelling reasons as to why the appeal was not submitted within the appropriate timeframe.

The University will not consider an appeal submitted more than 12 months after the relevant Recognition Panel meeting.

The Academic Office shall acknowledge receipt of an appeal normally within 7 days. On receipt of an appeal, a Case Officer shall be appointed.

Investigation

The Case Officer shall undertake an initial evaluation to check that the appeal:

- is submitted under the correct procedures,
- falls within the grounds upon which an appeal can be made,
- is submitted within any deadline,
- is in the required format.

Following the initial evaluation, the Case Officer will make a determination as to whether there is a clear case for appeal.

Should there be a case for appeal, the case officer shall ensure that the facts are verified and upon completion of his/her enquiries, shall submit a written report to the Academic Office setting out the circumstances of the case and confirming his/her findings.

The case officer shall be empowered to take one of the following decisions:

- to reject the appeal and uphold the original judgement of the assessors;
- to uphold the appeal and to refer the case to a special Recognition Panel for review of the initial judgement.

Complaints Procedure

Complaints about the mentor or the scheme should be raised through the University's Grievance Policy.

This is the link to the Grievance Policy: [Grievance Policy](#)